Quick Setup Guide SP C210SF

Before you can use the machine, you must set up the hardware and install the software. Please read this "Quick Setup Guide" for the correct setup procedure and installation instructions.

Step 1

Setting Up the machine

Step 2

Installing the Drivers & Software

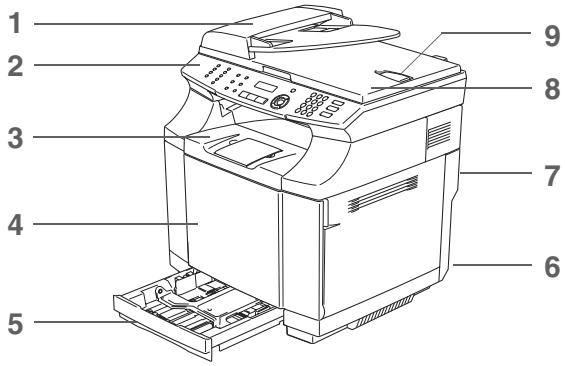
Setup is Complete!

Keep this "Quick Setup Guide", User's Guide and supplied CD-ROM in a convenient place for quick and easy reference at all times.

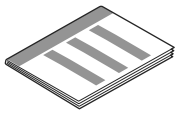
Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Important Information in "User's Guide" before using the machine.

Warning	**Caution**	**Important**
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.	Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.	Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.
Improper Setup	**Note**	**User's Guide**
Alerts you to devices and operations that are not compatible with the machine.	Indicates notes and useful tips to remember when using the machine.	Indicates reference to the User's Guide.

Carton Components

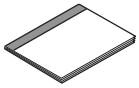


1. Automatic Document Feeder (ADF)
2. Control Panel
3. Face-down Output Tray with Support Flap (Support Flap)
4. Front Cover
5. Paper Tray
6. Power Switch
7. Back Cover
8. Document Cover
9. ADF Document Output Support Flap

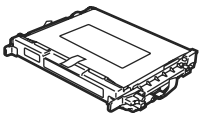


Quick Setup Guide

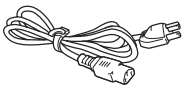
CD-ROM



User's Guide

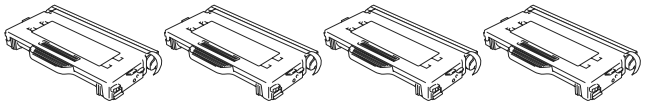


OPC Belt Cartridge



AC Power Cord

Telephone Line Cord



Toner Cartridges (Black, Cyan, Magenta and Yellow)*1

Carton components may differ from one country to another.
Save all packing materials and the carton.

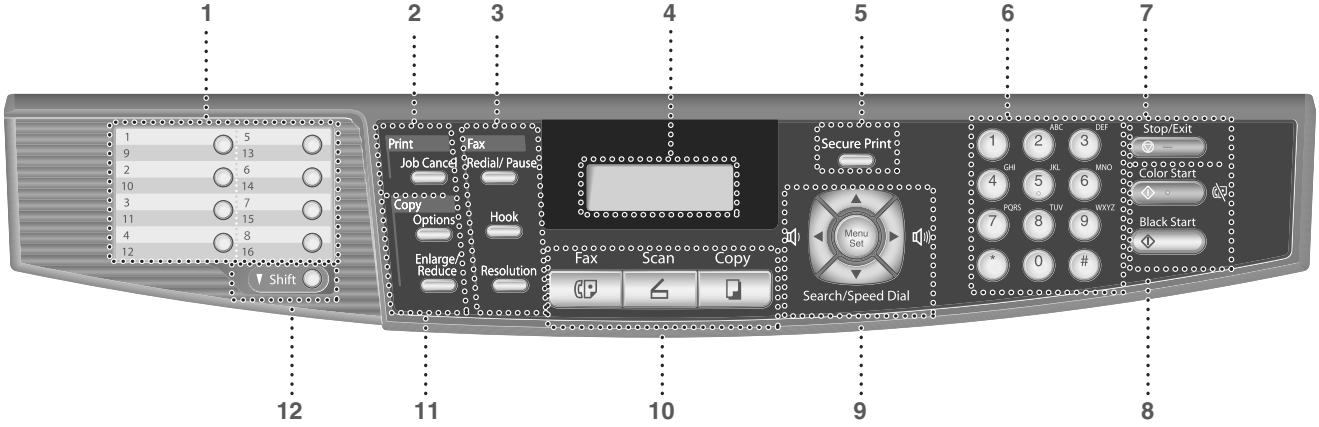
The interface cable is not a standard accessory. Please purchase the appropriate interface cable for the interface you intend to use (Parallel, USB or Network).
Do NOT connect the interface cable at this time. Connecting the interface cable is done during the software installation process.

■ *USB interface cable*
Please make sure you use a USB 2.0 interface cable that is no longer than 6 feet (2.0 meters).
When you use a USB cable, make sure you connect it to the USB port of your computer and not to a USB port on a keyboard or non-powered USB hub.

■ *Parallel interface cable*
Please make sure you use a Parallel interface cable that is no longer than 6 feet (2.0 meters).
Use a shielded interface cable that is IEEE 1284-compliant.

*1 The toner cartridges that are supplied with this machine, are starter cartridges. Starter cartridges have approx. half the page yield of the standard toner cartridge, 1,500 pages (Black) and 1,500 pages (Cyan, Magenta and Yellow) at approximately 5% print coverage (Letter size).

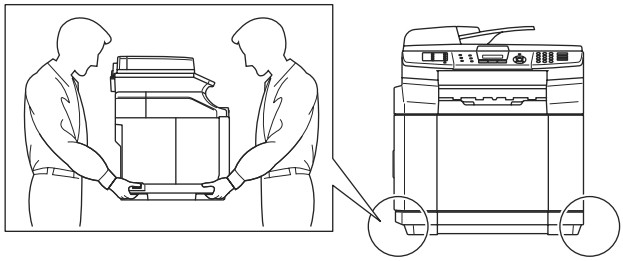
Control Panel



1	One Touch keys	2	Job Cancel key	3	Fax and telephone keys
4	Liquid Crystal Display	5	Secure Print key	6	Dial Pad
7	Stop/Exit key	8	Start keys	9	Navigation keys
10	Mode keys	11	Copy keys	12	Shift key

For the details of the control panel, see "Control panel overview" in Chapter 1 of the User's Guide.

- *This machine is heavy and weighs approximately 76.7 lb (34.8 kg). To prevent injuries, use at least two people to lift the machine.*
- *When you lift the machine make sure you use the handholds at the bottom four corners of the machine.*



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Step 2 Installing the Drivers & Software

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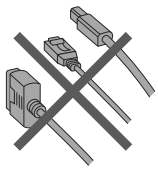
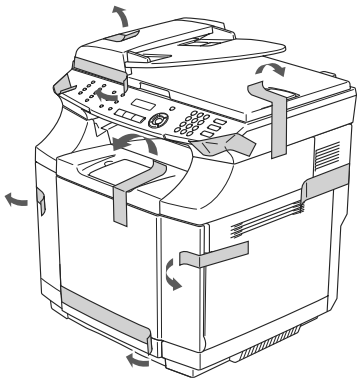
Step 1 Setting Up the machine

1 Install the Toner cartridges

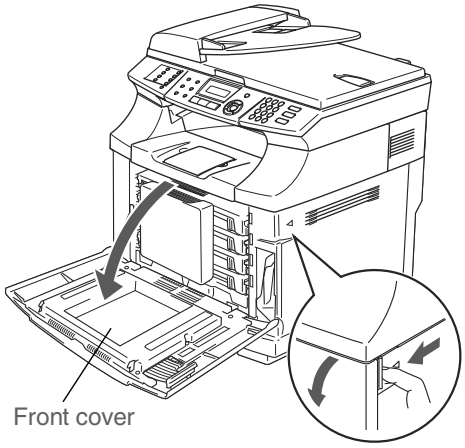
Do NOT connect the interface cable. Connecting the interface cable is done when installing the driver.



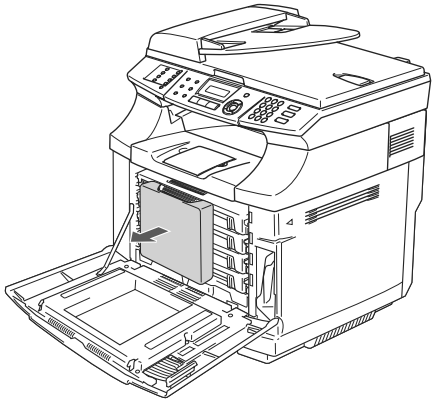
1. Remove the protective tape.



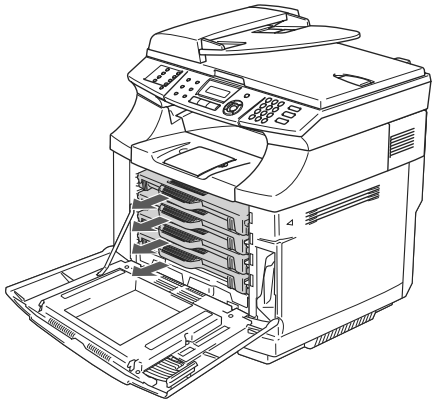
2. Open the front cover.



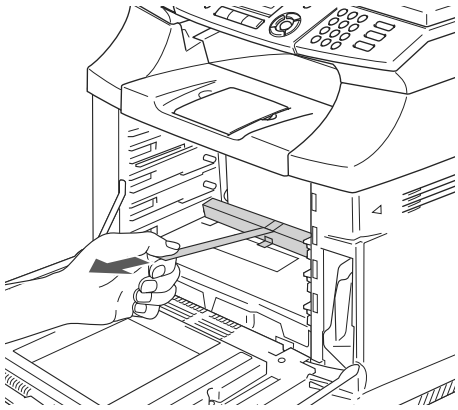
3. Remove the protective part.



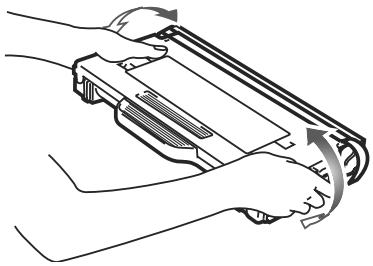
4. Take out all the toner cartridges from the machine.



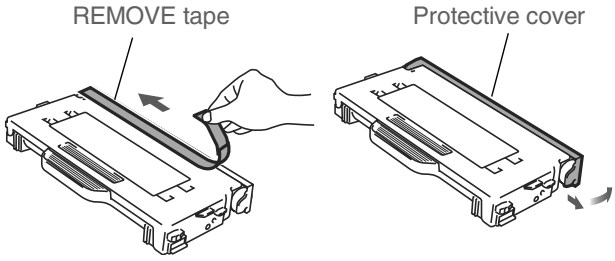
5. Carefully pull the protective part out of the machine.



6. Rock the toner cartridge 3 to 4 times.

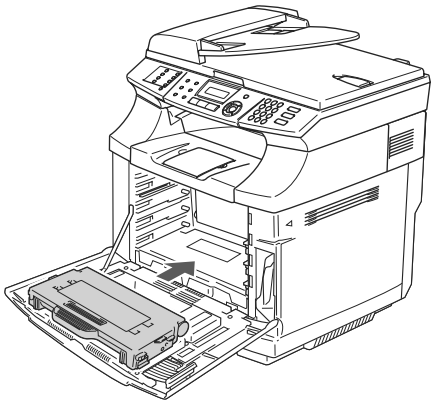


7. Pull off the tape labeled REMOVE, and then remove the orange protective cover.

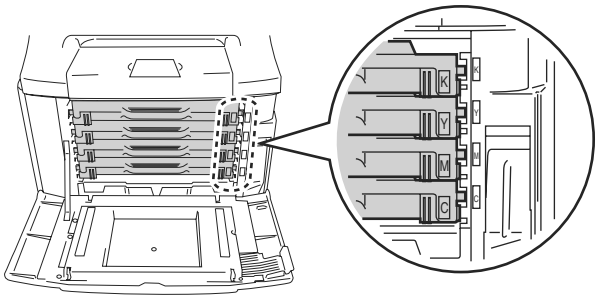


Go to the next page

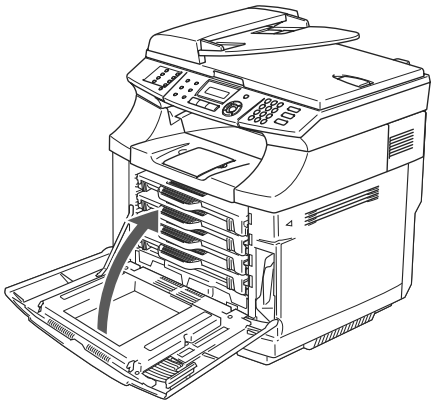
8 Install the toner cartridge by sliding it into the correct guide. Match the cartridge color label to the corresponding label on the machine.



9 Repeat steps 6 through 8 for the remaining toner cartridges.

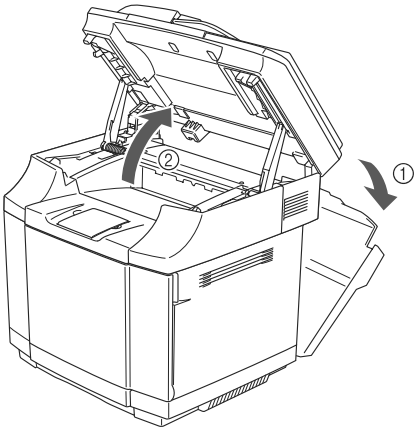


10 Close the front cover.

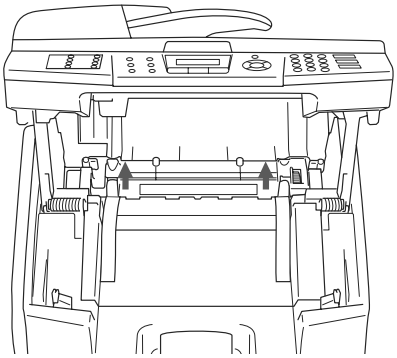


2 Remove the protective parts of the Fusing Unit

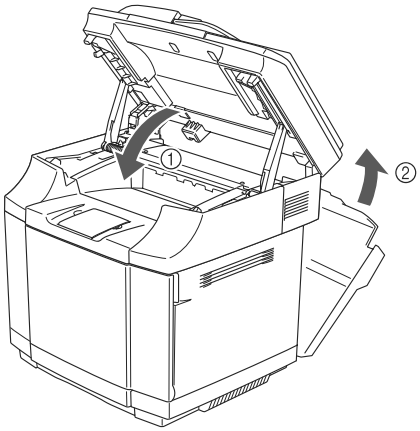
1 Open the back cover (①) and the scanner unit (②) of the machine.



2 Pull out the protective part from both sides of the fusing unit.



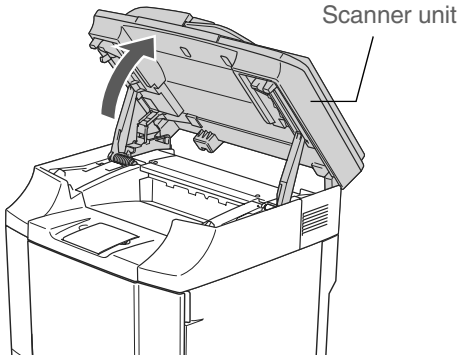
3 Close the scanner unit (①) and the back cover (②).



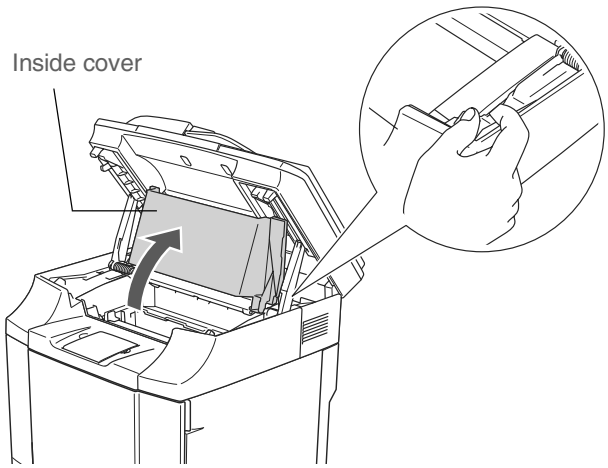
3 Install the OPC Belt Cartridge

Do NOT touch the green surface of the OPC belt cartridge or expose it to bright room light or sunlight for more than two minutes to avoid damaging the belt.

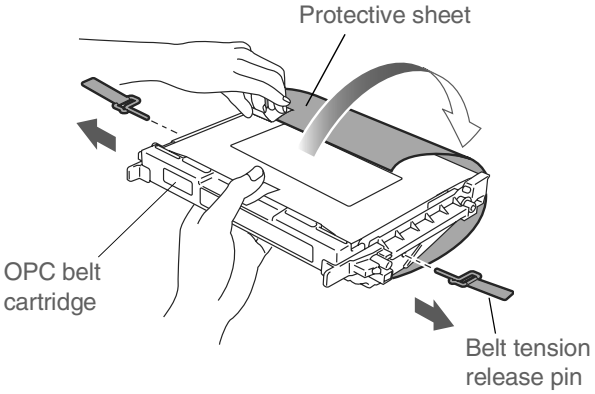
1. Open the scanner unit.



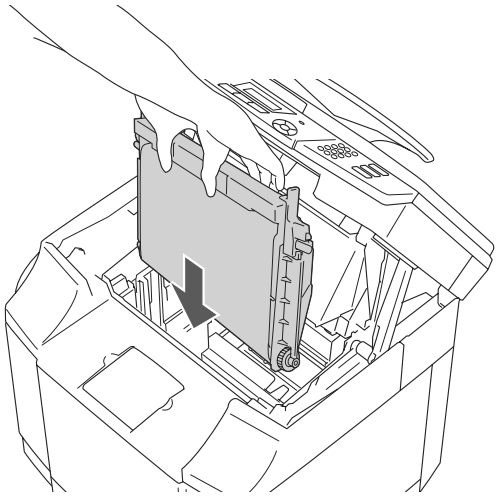
2. Open the inside cover so that it latches under the scanner unit.



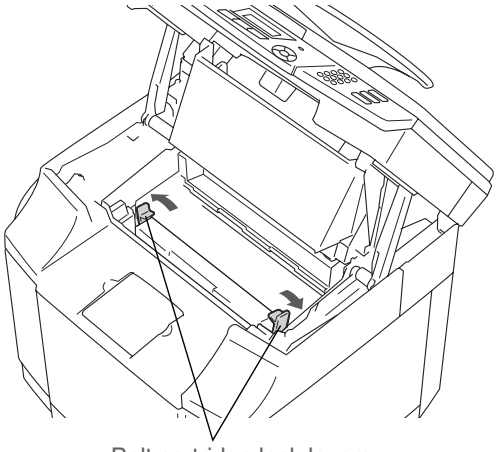
3. Remove the orange belt tension release pins from both sides of the OPC belt cartridge. Remove the protective sheet.



4. Put the OPC belt cartridge into the machine guides with the flat side facing you.



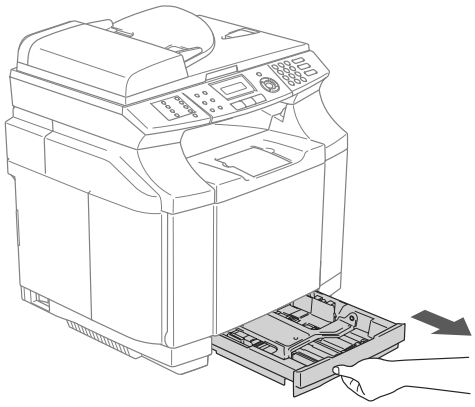
5. Lock the belt cartridge lock levers.



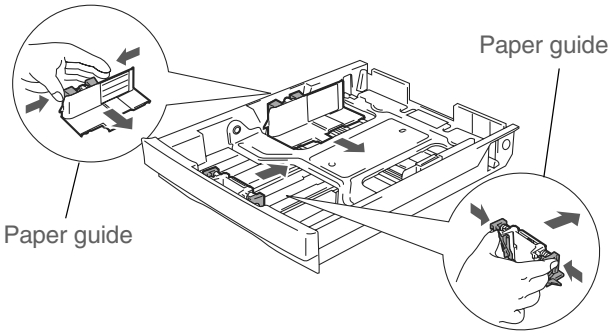
6. Close the inside cover, and then close the scanner unit.

4 Load Paper in the Paper Tray

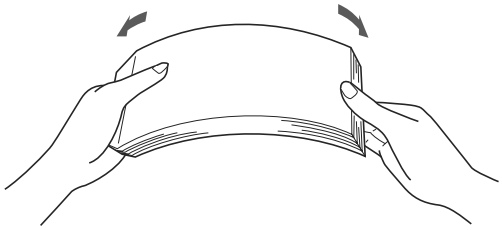
1. Pull the paper tray completely out of the machine.



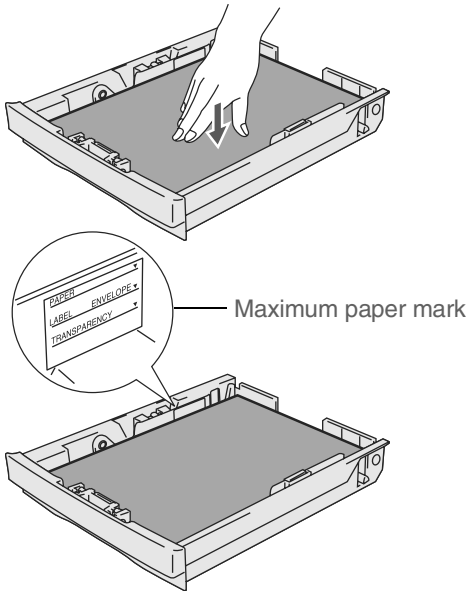
2. While pressing the paper guide release lever, slide the adjusters to fit the paper size.
   Check that the guides are firmly in the slots.



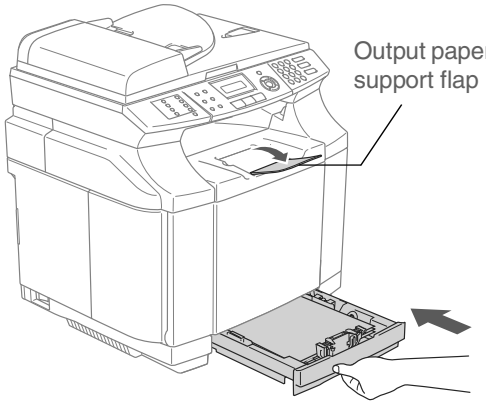
3. Fan the stack of paper well to avoid paper jams and misfeeds.



4. Put the paper in the paper tray.
   Check that the paper is flat in the tray and below the maximum paper mark.



5. Put the paper tray firmly back in the machine.

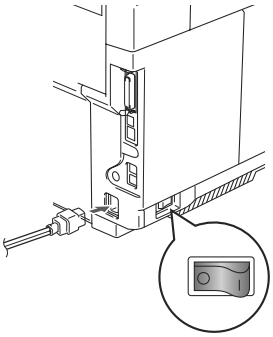


For details on supported paper specifications, see "Acceptable paper and other media" in Chapter 2 of the User's Guide.

5 Install the Power Cord and Phone Line

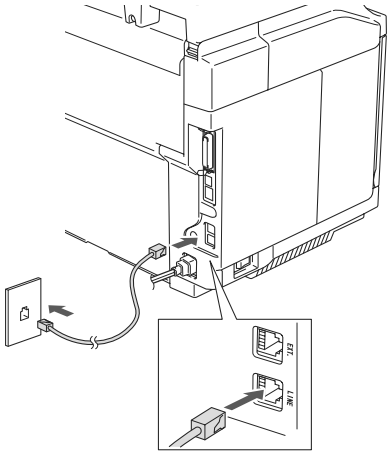
Do not connect the Parallel or USB cable yet.

1. Make sure that the power switch is off. Connect the AC power cord to the machine.



2. Plug the AC power cord into an AC outlet. Turn the power switch on.

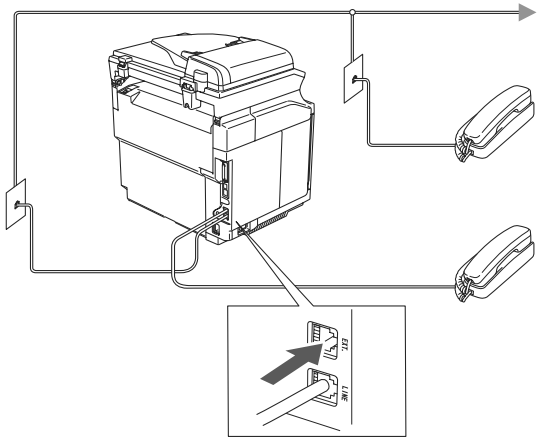
3. Connect one end of the telephone line cord to the jack on the machine marked **LINE** and the other end to a modular wall jack.



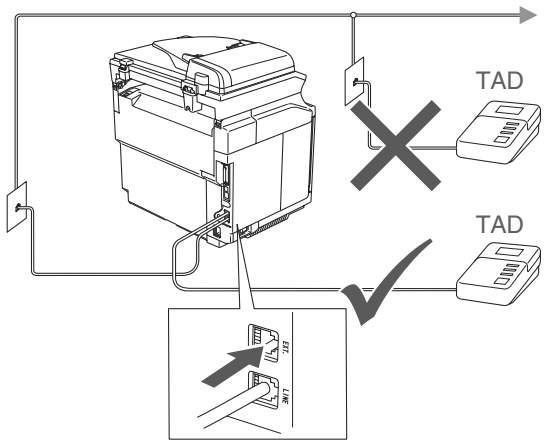
Warning

- *The machine must be grounded using a 3-prong plug.*
- *Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power cord connected to your machine when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your machine by disconnecting the telephone line first and then the power cord.*

If you are sharing one phone line with an external telephone, connect it as shown below.



If you are sharing one phone line with an external telephone answering device, connect it as shown below.



Please set the receive mode to `External TAD`*.*
For more details, see "Connecting an external telephone answering device (TAD)" in Chapter 3 of the User's Guide.

6 Setting the Date and Time

The machine displays the date and time, and prints it on every fax you send.

1. Press **Menu/Set**.
2. Press **0**.
3. Press **2**.
4. Enter the last two digits of the year on the dial pad, and then press **Menu/Set**.

```
Date/Time
Year:2005
```

(e.g. Enter **0**, **5** for 2005.)

5. Enter the two digits for the month on the dial pad, and then press **Menu/Set**.

```
Date/Time
Month:03
```

(e.g. Enter **0**, **3** for March.)

6. Enter the two digits for the day on the dial pad, and then press **Menu/Set**.

```
Date/Time
Day:01
```

(e.g. Enter **0**, **1**.)

7. Enter the time in 24-hour format on the dial pad, and then press **Menu/Set**.

```
Date/Time
Time:15:25
```

(e.g. Enter **1**, **5**, **2**, **5** for 3:25 P.M.)

8. Press **Stop/Exit**.

*If you make a mistake, press **Stop/Exit** to start from Step 1.*

7 Setting your Station ID

You should store your name and fax number to be printed on all fax pages that you send.

1. Press **Menu/Set**.
2. Press **0**.
3. Press **3**.
4. Enter your fax number (up to 20 digits) on the dial pad, and then press **Menu/Set**.

```
Station ID
Fax:
```

5. Enter your telephone number (up to 20 digits) on the dial pad, and then press **Menu/Set**.
(If your telephone number and fax number are the same, enter the same number again.)

```
Station ID
Tel:
```

6. Use the dial pad to enter your name (up to 20 characters), and then press **Menu/Set**.

```
Station ID
Name:
```

- *Refer to the following chart for entering your name.*
- *If you need to enter a character that is on the same key as the previous character, press ▶ to move the cursor to the right.*

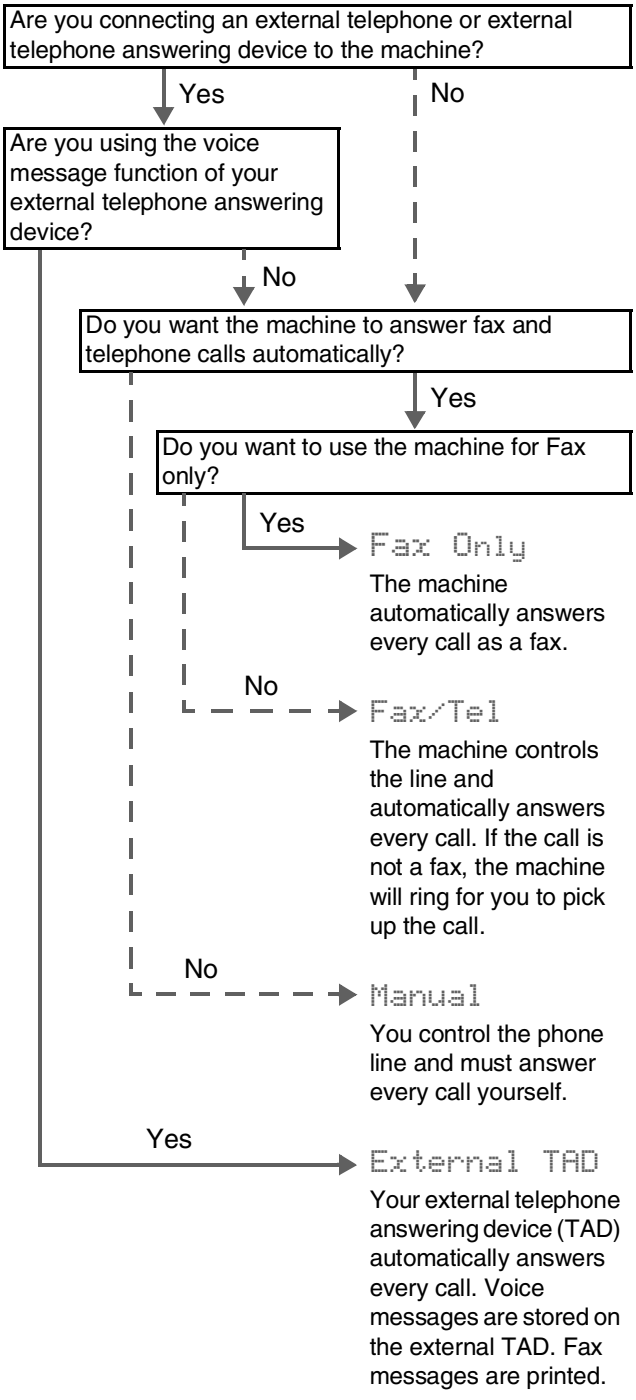
Press key	One time	Two times	Three times	Four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	Q	R	S
8	T	U	V	8
9	W	X	Y	Z

For more details, see "Entering Text" in Appendix B of the User's Guide.

7. Press **Stop/Exit**.

8 Selecting a Receive Mode

There are four possible receive modes; Fax Only, Fax/Tel, Manual and External TAD.
Choose the Receive Mode which best suits your needs.



1. Press **Menu/Set**.
2. Press **0**.
3. Press **1**.
4. Press ▲ or ▼ to select the mode.
   Press **Menu/Set**.
5. Press **Stop/Exit**.

For more details, see "Receiving a fax" in Chapter 6 of the User's Guide.

9 Selecting Your Language

1. Press **Menu/Set**.
2. Press **0**.
3. Press **0**.
4. Select your language (English or French) by using ▲ or ▼, and then press **Menu/Set**.

   ```
   Local Language
   English
   ```

5. Press **Stop/Exit**.

10 Setting the LCD Contrast

You can change the contrast to help the LCD look lighter or darker.

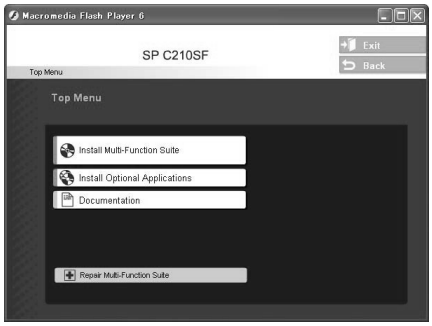
1. Press **Menu/Set**.
2. Press **1**.
3. Press **7**.
4. Press ▲ to increase the contrast.
   —OR—
   Press ▼ to decrease the contrast.
   Press **Menu/Set**.
5. Press **Stop/Exit**.

Go to Next page to install the drivers & software

Supplied CD-ROM “Multi-Function Suite”

The CD-ROM includes the following items:

Windows®



Multi-Function Suite includes Printer Driver, Scanner Driver, ScanSoft® PaperPort® 9.0SE, ControlCenter2 and ScanSoft® OmniPage®. PaperPort® 9.0SE is a document management application for viewing scanned documents. ScanSoft® OmniPage®, which is integrated into PaperPort® 9.0SE, is an OCR application that converts an image into text and inserts it into your default word processor.

Install Multi-Function Suite
You can install the Multi-Function Suite and multifunction drivers.

Install Optional Applications
You can install additional Multi-Function Suite software utilities.

Documentation*1
View the User’s Guide and other documentation in PDF format (Viewer included).

Repair Multi-Function Suite
(For USB and Parallel cable users only.)
If you experience errors while installing the Multi-Function Suite, you can use this function to automatically repair and re-install the software.

*1 *The User’s Guide on the CD-ROM includes the Software and Network User’s Guide for features available when connected to a computer (e.g. Printing and scanning).*

Step 2 Installing the Drivers & Software

Follow the instructions on this page for your operating system and interface cable.

Windows®

USB Interface Cable Users ..... Go to page 14
(For Windows® 98/98SE/Me/2000 Professional/XP)

Parallel Interface Cable Users ..... Go to page 17
(For Windows® 98/98SE/Me/2000 Professional/XP)

Windows NT® Workstation Version 4.0 Users ..... Go to page 20
(For Parallel Interface Cable Users)

Network Interface Cable Users..... Go to page 22

For Network Users..... Go to page 24

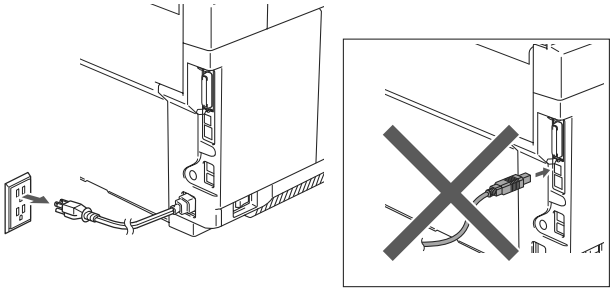
Step 2 Installing the Drivers & Software

For USB Interface Cable Users (For Windows® 98/98SE/Me/2000 Professional/XP)

Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

Please close any applications running before installing the Multi-Function Suite.

1. Turn off and unplug the machine from the AC outlet and disconnect it from your computer, if you already connected an interface cable.



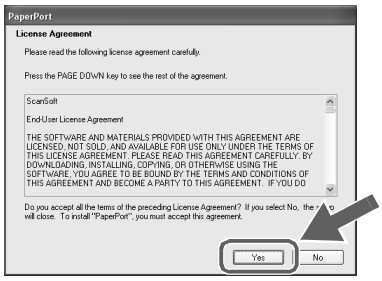
2. Turn on your computer.
(For Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)

3. Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

4. The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

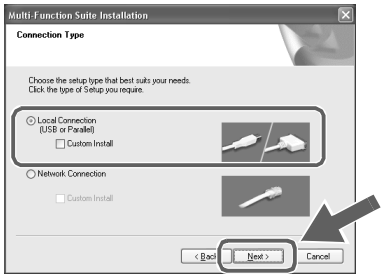
5. After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.



The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

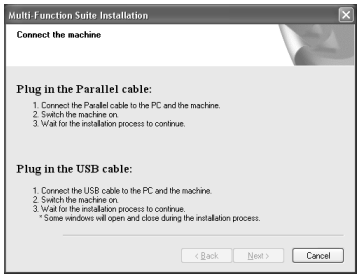
6. When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

7. Select **Local Connection**, and then click **Next**.
The installation will continue.

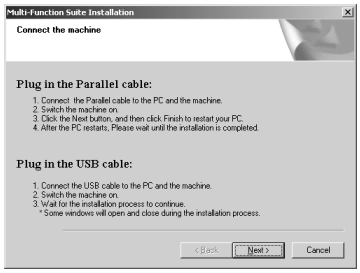


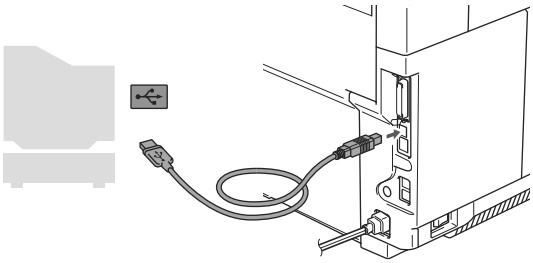
8 When this screen appears, connect the USB interface cable to your PC, and then connect it to the machine.

(For Windows® XP)



(For Windows® 98/98SE/Me/2000)

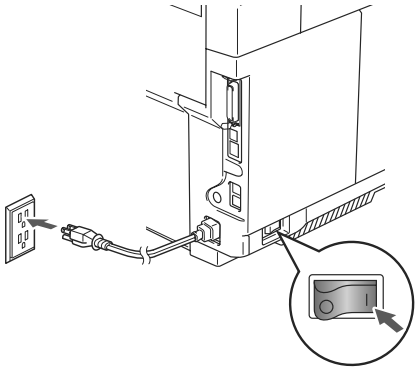




We recommend that you connect the machine directly to your computer.

DO NOT connect the machine to a USB port on a keyboard or a non-powered USB hub.

9 Plug in the power cord and turn on the machine.



It will take a few seconds for the installation screen to appear.
The installation of the drivers will automatically start. The screens appear one after another. Please wait, it will take a few seconds for all the screens to appear.

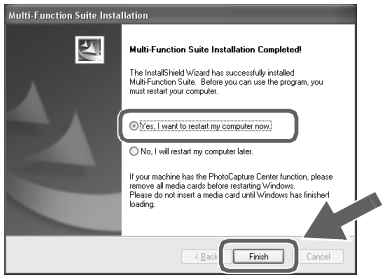
DO NOT try to cancel any of the screens during this installation.

10 When the On-Line Registration screen is displayed, follow the on-screen instructions.

Continued ...

For USB Interface Cable Users (For Windows® 98/98SE/Me/2000 Professional/XP)

⑪ Click **Finish** to restart your computer. (After restarting the computer, for Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)



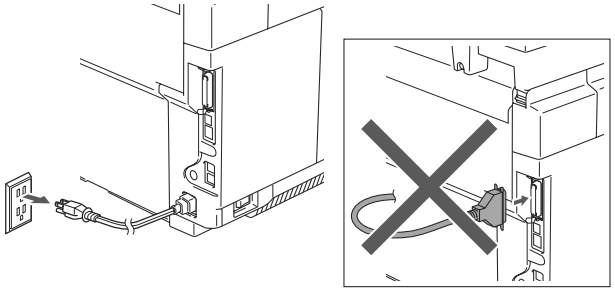
OK! **The Multi-Function Suite, Printer Driver and Scanner driver have been installed and the installation is now complete.**

For Parallel Interface Cable Users (For Windows® 98/98SE/Me/2000 Professional/XP)

Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

Please close any applications running before installing the Multi-Function Suite.

1. Turn off and unplug the machine from the AC outlet and disconnect it from your computer, if you already connected an interface cable.



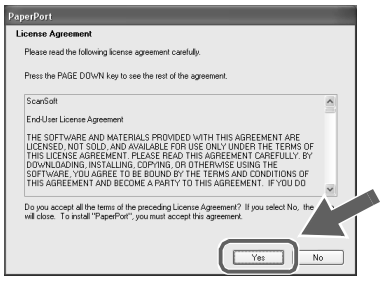
2. Turn on your computer.
(For Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)

3. Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

4. The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

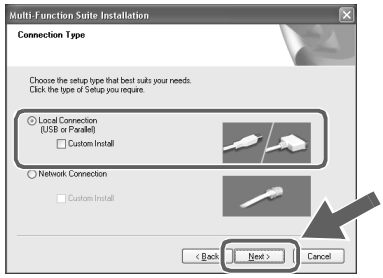
5. After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.



The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

6. When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

7. Select **Local Connection**, and then click **Next**.
The installation will continue.

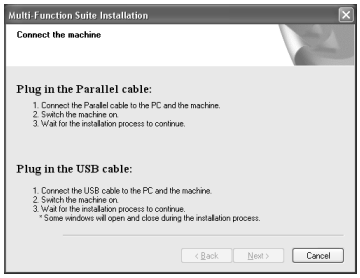


Continued ...

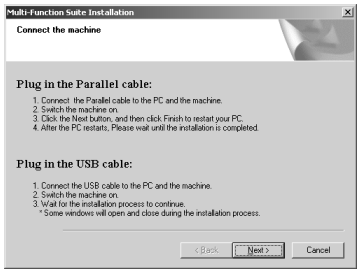
For Parallel Interface Cable Users (For Windows® 98/98SE/Me/2000 Professional/XP)

8 When this screen appears, connect the parallel interface cable to your PC, and then connect it to the machine.

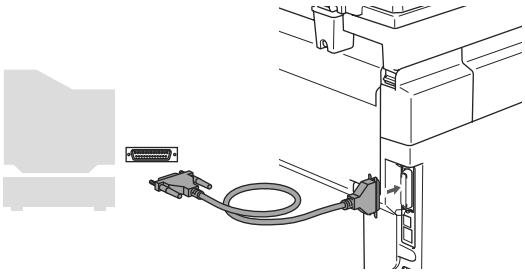
(For Windows® XP)



(For Windows® 98/98SE/Me/2000)

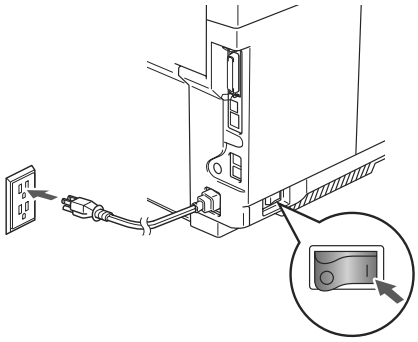


Caution **DO NOT plug in the power cord before connecting the parallel interface cable. It may cause damage to your machine.**

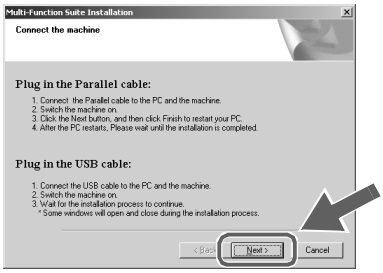


We recommend that you connect the machine directly to your computer.

9 Plug in the power cord and turn on the machine.



10 For Windows® 98/98SE/Me/2000 Professional users, click **Next**.

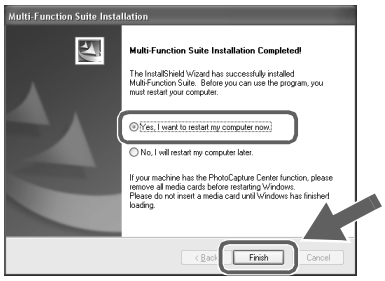


For Windows® XP users, wait for a while since the installation of the drivers will automatically start. The screens appear one after another.

DO NOT try to cancel any of the screens during this installation.

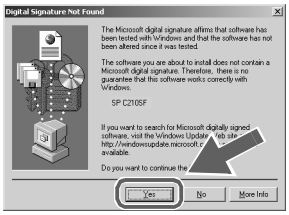
11 When the On-Line Registration screen is displayed, follow the on-screen instructions.

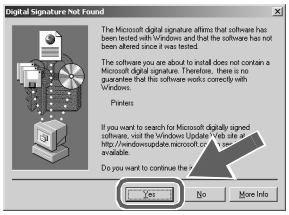
12 When the following screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation.



13 After the computer restarts, the installation of the drivers will automatically start. Follow the instructions on the screen.
(For Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)

14 For Windows® 2000 Professional users, if the **Digital Signature Not Found** dialog boxes appear, click **Yes** to install the drivers.





OK! **The Multi-Function Suite, Printer driver and Scanner driver have been installed and the installation is now complete.**

Step 2 Installing the Drivers & Software

For Windows NT® Workstation Version 4.0 Users

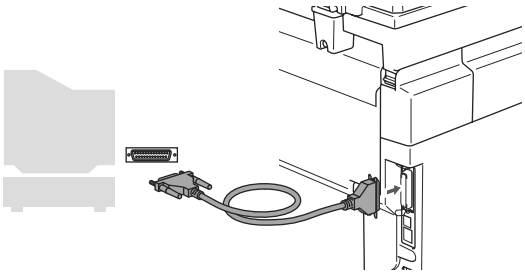
Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

Please close any applications running before installing the Multi-Function Suite.

1. Turn off and unplug the machine from the AC outlet.
2. Turn on your computer.
   You must be logged on with Administrator rights.

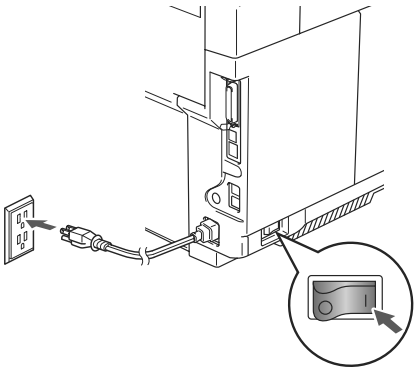
Caution **DO NOT plug in the power cord before connecting the parallel interface cable. It may cause damage to your machine.**

3. Connect the parallel interface cable to your computer, and then connect it to the machine.



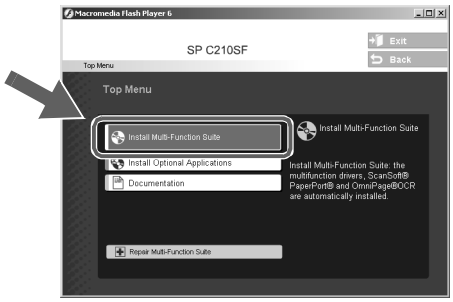
We recommend that you connect the machine directly to your computer.

4. Plug in the power cord and turn on the machine.



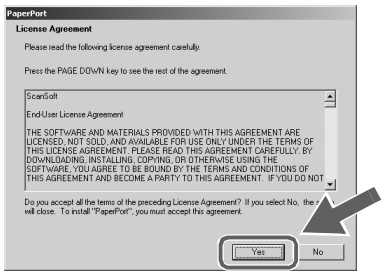
5. Insert the Supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

6. The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.



*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

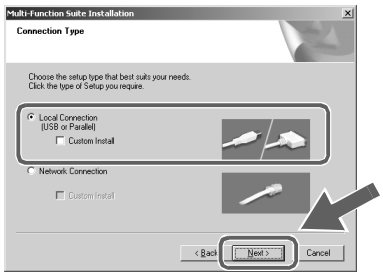
7. After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.



The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

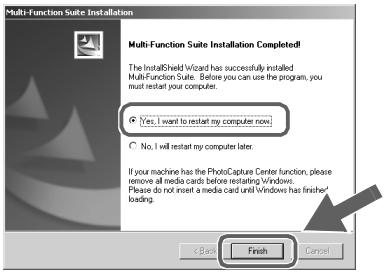
8. When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

9 Select **Local Connection**, and then click **Next**.
The installation will continue.



10 When the On-Line Registration screen is displayed, follow the on-screen instructions.

11 When the following screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation. (You must be logged on with Administrator rights.)



OK! **The Multi-Function Suite, Printer driver and Scanner driver have been installed and the installation is now complete.**

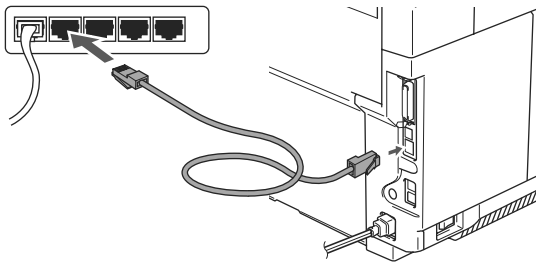
Step 2 Installing the Drivers & Software

For Network Interface Cable Users (For Windows® 98/98SE/Me/NT/2000 Professional/XP)

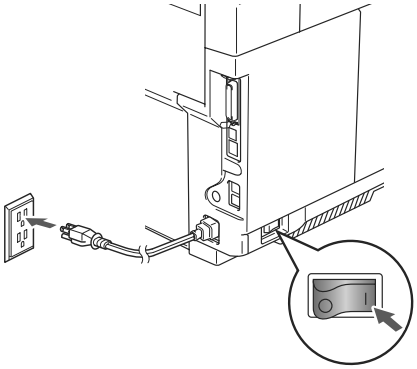
Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

1. Turn off and unplug the machine from AC outlet.

2. Connect the network cable to the machine, and then connect it to a free port on your hub.



3. Plug in the power cord and turn on the machine.



4. Turn on your computer.
(For Windows® 2000 Professional/XP/ Windows NT® 4.0, you must be logged on with Administrator rights.)
Close any applications running before installing the Multi-Function Suite.

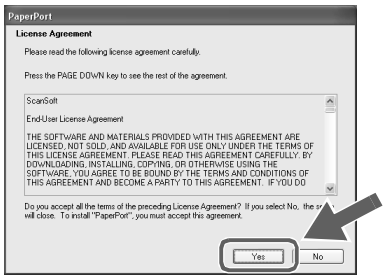
Before installation, if you are using Personal Firewall software, disable it. Once you are sure that you can print after the installation, re-start your Personal Firewall software.

5. Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

6. The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

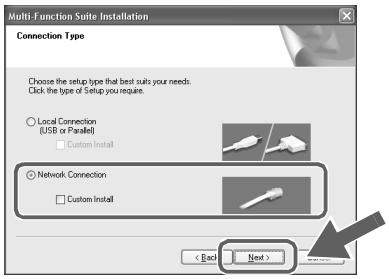
7. After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.



The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

8. When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

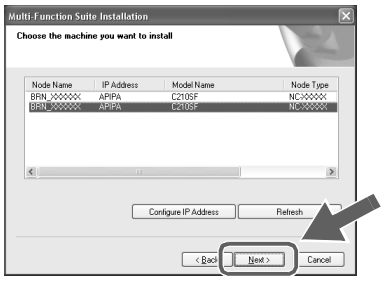
9 Select **Network Connection** and then click **Next**.



10 The installation of the drivers will automatically start. The installation screens appear one after another. Please wait, it will take a few seconds for all the screens to appear.

DO NOT try to cancel any of the screens during this installation.

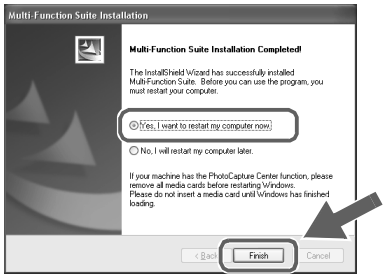
11 If the machine is configured for your network, select your machine from the list and then click **Next**.



12 If the machine is not yet configured for use on your network, the Configure IP address window will appear. Enter the IP address information appropriate to your network by clicking OK and following the on-screen instructions.

13 When the On-Line Registration screen is displayed, follow the on-screen instructions.

14 When the following screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation. (For Windows® 2000 Professional/XP/ Windows NT® 4.0, you must be logged on with Administrator rights.)



OK! **The Multi-Function Suite, Network Printer driver, Network Scanner driver have been installed and the installation is now complete.**

- *For Network installations, the **Repair Multi-Function Suite** selection from the main menu is not supported.*
- *Network Scanning is not supported in Windows NT® 4.0.*

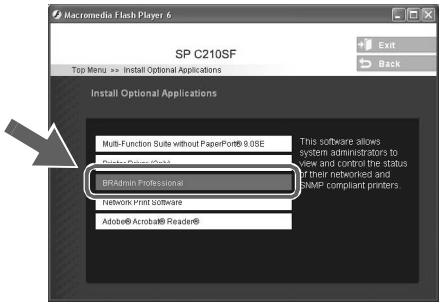
Installing the BRAdmin Professional Configuration Utility

The BRAdmin Professional utility is designed to manage your network connected devices such as network-ready Multifunction devices and/or network-ready printers in a Local Area Network (LAN) environment.
BRAdmin Professional can also be used to manage devices from other manufacturers whose products support SNMP (Simple Network Management Protocol).

1. Insert the supplied CD-ROM into your CD-ROM drive.
   The opening screen will appear automatically.
   Follow the on-screen instructions.

2. Click the **Install Optional Applications** icon on the main menu screen.

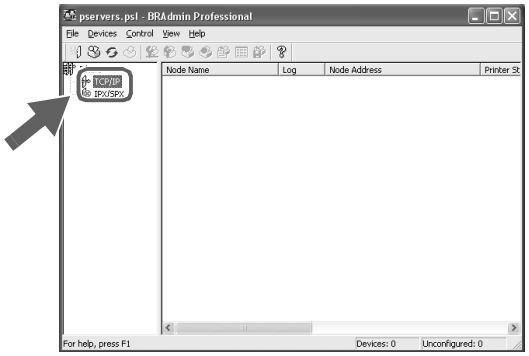
3. Click **BRAdmin Professional** and follow the on-screen instructions.



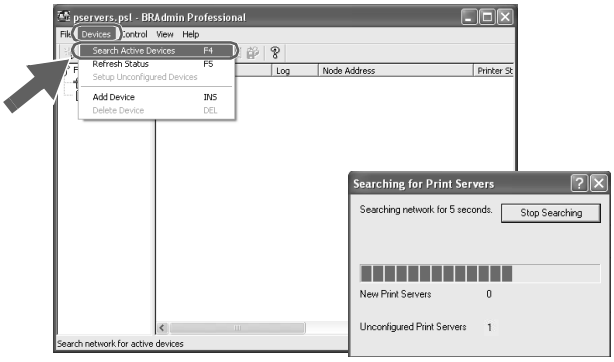
*The default password for the print server is **"access"**. You can use BRAdmin Professional or a web browser to change this password.*

Setting your IP Address, Subnet Mask and Gateway using BRAdmin Professional

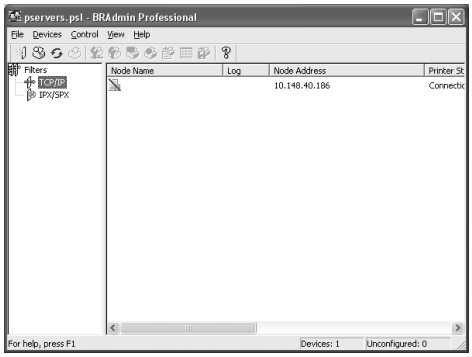
1. Start BRAdmin Professional, and select **TCP/IP**.



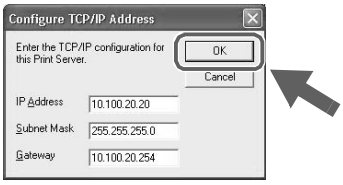
2. Select **Search Active Devices** from the **Devices** menu.
BRAdmin will search for new devices automatically.



3. Double-click the new device.



4. Enter the **IP Address**, **Subnet Mask** and **Gateway**, and then click the **OK** button.



5. The address information will be saved to the machine.

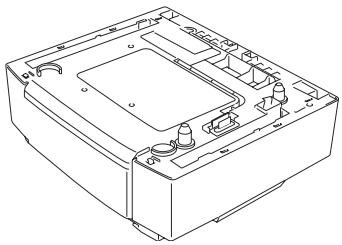
For more information on network administration, please see the Network User's Guide in the programs menu.

Options

The machine has the following optional accessories. You can expand the capabilities of the machine by adding these items.

Lower Tray Unit

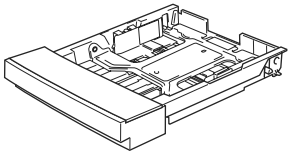
Paper Feed Unit Type 1000



Second lower paper tray unit expands total input capacity up to 530 sheets.

Legal Paper Tray Unit

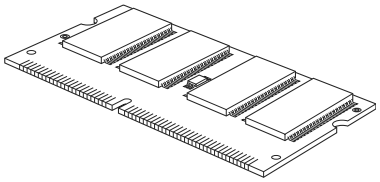
Paper Cassette Type 1000



The input capacity is up 250 sheets.

SO-DIMM Memory

Memory Unit Type C (64/128/256 MB)



You can expand the memory up to a total of 576 MB by installing memory modules.
The 512 MB memory module is not supplied by us. When you expand the total memory capacity to 576 MB, install the following type of memory module.

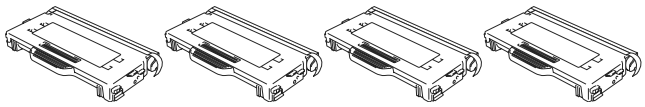
Module Type:	SO-DIMM (Small Outline Dual-in-line Memory Module)
Memory Type:	SDRAM (Synchronous Dynamic RAM)
Number of Pins:	144 pins
CAS latency:	2 or 3
Clock frequency:	100 MHz or more

Replacement Consumables

When the time comes to replace consumables, an error message will be indicated on the LCD.

Toner Cartridges

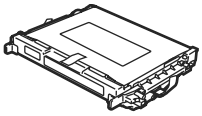
LP Toner Cassette Type 140 / Type 140LY



Black, Cyan, Magenta, Yellow

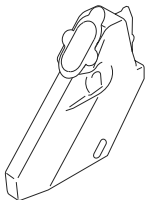
OPC Belt Cartridge

Photo Conductor Unit Type 140



Waste Toner Pack

Waste Toner Bottle Type 140



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